

MISSISSIPPI DEPARTMENT OF ARCHIVES & HISTORY

HISTORIC RESOURCES SPECIALIST I

Historic Preservation, Archaeology Section

To apply for this position online, please go to the Mississippi State Personnel Board at www.mspb.ms.gov and submit an e-application. If you need more information about the application process, please contact human resources at 601-576-6866.

STARTING ANNUAL SALARY: \$29,500.00

DEADLINE FOR RECEIVING APPLICATIONS: February 7, 2019

This position will have operational responsibility for the assignment, management, and tracking of curated Section 106 archaeological collections and data collected from surveys of Mississippi lands under the auspices of the Historic Preservation Funding Grants Program administered by the National Park Service. This also serves the Agency's role in the identification, registration, protection, and distribution of information about archaeological sites in Mississippi. This position is part of the Archaeology Section and reports to the Archaeology Section Head/Chief Archaeologist.

Key Responsibilities:

- Maintains the state of all submitted curation materials (digital/electronic/photographic/paper/artifact, ecofact, etc.).
- Enters curated Section 106 collections into a digital accessioning database (ReDiscovery) for maintenance/monitoring of status and condition of collections.
- Establishes inventory of Section 106 collections to assist with research requests (access based upon curation contracts with those requesting curation services).
- Assists in the management, cataloging, curation, and tracking of archaeological site numbers, collections, associated documentation throughout the state via GIS and database environments.
- Assists in the survey program under the guidance of the Archaeology Section Head in compliance with in accordance with the agency's role as the State Historic Preservation Office under the provisions of Section 106 of the National Historic Preservation Act.
- Documents archaeological and historical resources using a variety of media (including, but not limited to, photography, audio, film, mapping, forms, and hand-held instruments).
- Researches requests of and provides technical assistance to the public and agency for dissemination of information of historical and archaeological significance through a variety of media (including but not limited to reports, articles, letters, emails, and other written materials).
- Represents the agency through public speaking engagements, educational programs, and attendance at meetings related to the mission of the agency.

Education and experience must meet the following criteria:

A Bachelor's Degree from an accredited four-year college or university in archaeology, anthropology, history or a related field (archaeology or anthropology preferred).

Preferred qualifications: Experience in archaeological field school, experience in archaeological field methods, Southeastern Archaeology, and/or Mississippi River Valley Archaeology preferred but not required.

MDAH is an Equal Opportunity Employer.

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Our Mission: By preserving Mississippi's diverse historic resources and sharing them with people around the world, MDAH inspires discovery of stories that connect our lives and shape our future.